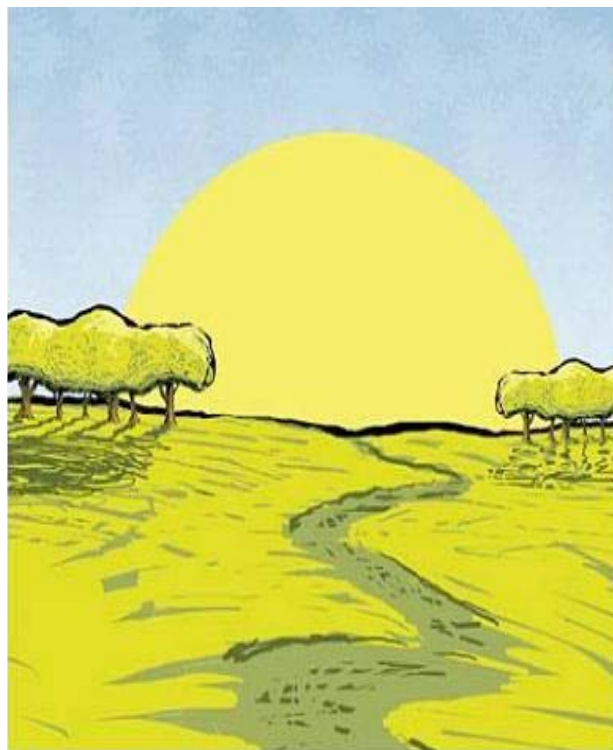




User Guide for Administration VA EIMS Pilot Project (Virginia Educational Information Management)



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Welcome to the *User Guide* for the VA EIMS Administration Module. This User Guide will step you through the following activities:

- Website Navigation
- Security
- Authorization to Executive Privileges
- Authorization to Reporting Privileges
- Authorization to Pre-ID Privileges

The User's Guide uses a task-oriented approach. That is, it provides a step-by-step illustrated process for completing distinct tasks within VA EIMS Administrative Module. Each of these tasks is identified in the Table of Contents.

1.0 Introduction

Scope

The VA EIMS Administrative module has the following basic components:

- Technical Requirements
- User Setup
- Logging into EIMS
- Logging out of EIMS
- Navigating through the Virginia EIMS Home Page
- Navigating through the Virginia EIMS Training Page
- Security Roles
- Getting Help

Access to Administrative Functions

Access to the various administrative functions described in this guide is based on the authorizations that are assigned to you. For example, if you are a school user, you probably have access to only those administrative functions that affect your school or your own students. The Division Pilot Project Manager who creates your Security role can explain the level of authorization to you.

► Not all users are authorized to perform *all* of the administrative functions described in this guide. If you are not able to perform a particular administrative function that you believe you have been authorized to perform, please contact your Division Pilot Project Manager.

Website Standards

The following website standards are used in this guide.

- Site pages may display a side bar for navigation to other sub pages. Links on the side bars will be displayed as underlined text. The color of the text changes as you move your cursor over the text.
- Main Menu links, when performing a mouse-over will display the text in yellow.
- “Clickable” buttons that include text are provided to allow access to a specific area of functionality.
- Values in drop-down menus provide a selection of options to choose from.
- Icons are used to assist in performing certain functionality.

► Screen shots in this *User's Guide* were taken using Internet Explorer®. If you are using a different browser, screens may not appear as they do in these samples.

2.0 Technical Requirements

There are certain technical requirements associated with Reporting Solutions that must be addressed before it can be accessed via the Internet. In most cases your Division Pilot Project Manager is responsible for ensuring that these requirements are met and that your network is ready. The technical requirements are summarized below.

► **More detailed instructions with regard to hardware/software requirements, proxy environments, and installation of Reporting Solutions are contained in the *Infrastructure Guidelines*.**



Hardware/Software Requirements: Pearson Educational Measurement's Reporting Solutions is a web-based system. All administrative features and reporting functions in Reporting Solutions can be accessed from the Virginia EIMS Home Page by using an industry standard browser. You must have access to the Internet from a networked workstation or by using a dial-up connection on a stand-alone workstation. Reporting Solutions supports both Windows® and Macintosh® operating systems, and Internet Explorer® and Netscape Navigator® web browsers.

Division Pilot Project Managers must consult the *Infrastructure Guidelines* document to verify that the hardware and software requirements have been met for all workstations that are used for Virginia EIMS. Division Pilot Project Managers must confirm compliance with Infrastructure Guidelines by contacting Pearson Educational Measurement's VA EIMS Customer Service Center (1-888-269-5242). Failure to do so may result in access and/or functionality challenges for division users.

2.1 Hardware Platforms

The table below shows the minimum and recommended PC and Apple/Macintosh hardware requirements for all computers using the Reporting Solutions reporting component. (See Table 1)

Table 1 – Hardware Requirements




 Windows-based PCs		 Apple/Macintosh	
Minimum	Recommended	Minimum	Recommended
<ul style="list-style-type: none">• Pentium II 266 Mhz• 64 MB RAM• 500 MB Available Disk• VGA Display (800x600)• Mouse/Pointing Device	<ul style="list-style-type: none">• Pentium II 400 Mhz• 128 MB RAM• 500 MB Available Disk• VGA Display (800x600)• Mouse/Pointing Device	<ul style="list-style-type: none">• iMAC 233 Mhz• 64 MB RAM• 500 MB Available Disk• VGA Display (800x600)• Mouse/Pointing Device	<ul style="list-style-type: none">• iMAC 333 Mhz• 128 MB RAM• 500 MB Available Disk• VGA Display (800x600)• Mouse/Pointing Device




2.2 Operating Systems and Browsers

The table on the next page shows the testing matrix used by Pearson Educational Measurement to prioritize the operating system/browser combinations that were tested and certified for the Reporting Solutions reporting component. (See Table 2)

Table 2 – Testing Matrix

Reporting Workstations

 Windows OS	 Internet Explorer			 Netscape Navigator	
	5.0	5.5	6.0	4.7.x	6.1
Windows 98	3	1	2	1	2
Windows NT 4.0	3	3	3	3	3
Windows 2000	3	1	1	1	2
Windows M.E.	3	2	3	1	2
Windows XP	3	3	1	3	2

 Mac OS	 Internet Explorer		 Netscape Navigator	
	5.0	5.1	4.7.0	6.1
Mac OS 9	1	n/a	1	1
Mac OS 9.1	1	n/a	1	1
Mac OS 9.2	1	n/a	1	1
Mac OS X	3	1	1	1
Mac OS X v10.1	3	1	1	1
Mac OS X v10.2	3	1	1	1

1 = fully supported 2 = minimally supported 3 = not supported

2.3 Software Tools

These are the required software tools:

- Adobe Acrobat Reader

Adobe Acrobat Reader® 5.0 (or higher) must be installed on workstations in order to view and print reports in a PDF format.

- Flash Player

Flash Player® 6.0 (or higher) must be installed on workstations in order to view the online system tutorials.

3.0 User Setup

Before accessing any of the secure components of the system, you must log in. You will receive a Confidentiality Agreement that you will need to sign and return to your Division Pilot Project Manager in order to receive your Login ID and Password. For the EIMS Pilot phase, log in names and passwords are assigned and entered by Pearson Educational Measurement. During the Pilot Phase, passwords cannot be changed.

3.1 Data Security

Data security is based on the following:

- State VDOE level users are allowed to see aggregate data from the state, district and schools (no access will be provided on student-level data).

- Division level users are allowed to see state aggregate data, division aggregate data from all divisions, their division's detail data, and their school's detail data (including student longitudinal reports).
- School level users are allowed to see state aggregate data, division aggregate data, and detail data on the school that they are assigned to.

► Login IDs must be at least 4 and no more than 16 characters and are not case sensitive.
 Passwords are case sensitive and must be in a minimum of 5 but no more than 16 characters and must include at least one number and one letter.

4.0 Logging Into EIMS

The Reporting Solutions system is the gateway to accessing Virginia EIMS. To login, follow these steps:

1. Go to <http://www.reporting-solutions.com> to access the Reporting Solutions web site.
2. Click on the *Log In* button in the graphical header section of the main page to display the Sign In page. (See Figure 1)

Figure 1 – Log In Button



3. The *Log In* Page is displayed. (See Figure 2)

Figure 2 – Log In Page

Reporting Solutions

HOME NEWS PEARSON SERVICES TRAINING REPORTING SERVICES CONTACT US HELP

log in

To ensure security, please type your Login ID and password below. Then, click Log In. If you leave the system idle when logged in, you may be required to log in again.

Login ID

Password

4. Enter your user name in the *Login ID* text box and enter your password in the *Password* text box.
5. Click on *Log In* to access the Customer Page.
6. If you decide not to *Log In*, click on the *Cancel* button. The previous page is displayed.
7. Once logged into EIMS, all pages displays the Virginia State logo in the upper left-hand corner. This image is a link that when clicked, displays the Virginia EIMS Home Page.

5.0 Logging Out of EIMS

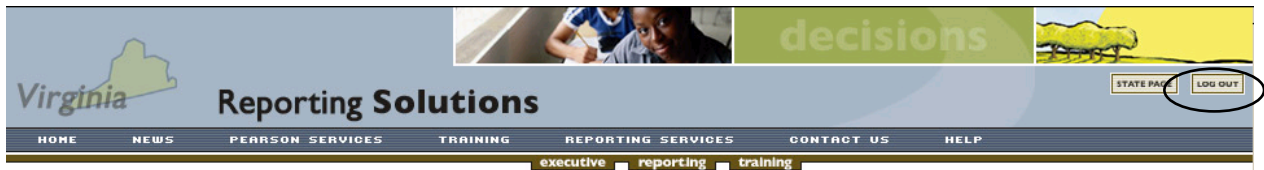
Reporting Solutions was developed to recognize if you have logged into EIMS and will continue to keep you logged in until 1 of 2 things happens:

- 1) You decide to log out of the system
- 2) You have left the system for 15 minutes with no activity performed within the site

The following steps will document both types of scenarios:

1. Click the *Log Out* button in the graphical header section of the main page. This will log you out of EIMS. Once you click *Log Out*, the button changes to display *Log In*. Follow the same process as outlined in Section 4.0 to log back into EIMS (See Figure 3 – Log Out Button).
2. If you have performed no activity within EIMS for at least 15 minutes, the system ends your session. If you try to perform an activity within EIMS after this time, you will be prompted to log back into the system.

Figure 3 – Log Out Button



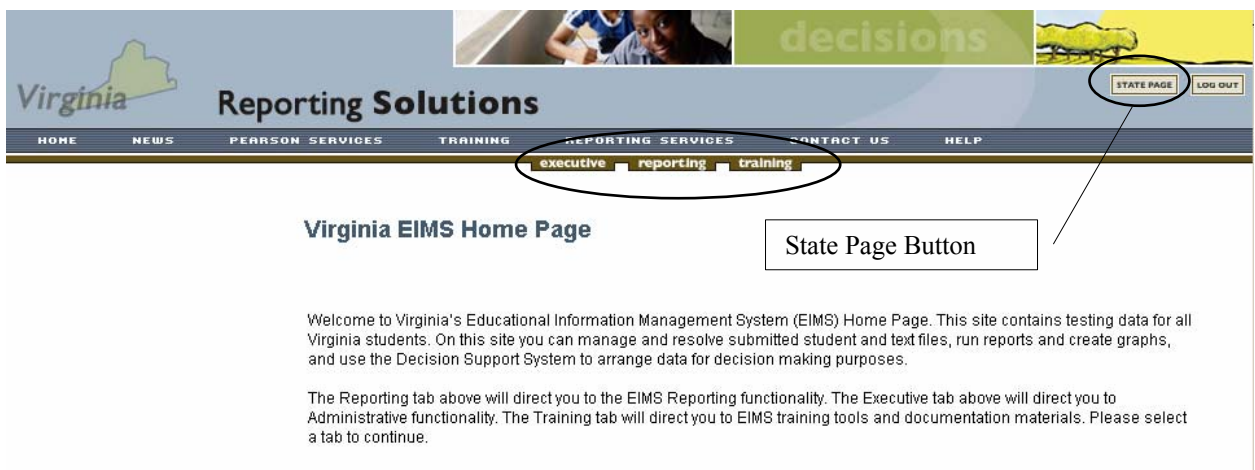
- a. To log back in the system, follow the same steps as outlined in Section 4.0.

6.0 Virginia EIMS Home Page

1. Once you have logged into EIMS, the Virginia EIMS Home Page is displayed. There will be 3 tabs displayed toward the top of the window that allow you to access different components based on your security role. The 3 tabs are the following:
 - Reporting (when clicked will display the reporting services page for generating reports)
 - Executive (when clicked will display the executive page with links to File Management, Validation Rules and Match Rules)
 - Training (when clicked will display the EIMS training page with links to online tutorial, FAQ and user documentation)

Once logged into the system, there will be an additional button displayed on the upper right hand corner in the graphics area that is called *State Page*. The button is used to get back to the VA EIMS home page when moving through the site. When you log out of the system, this button will be removed. (See Figure 4 – Home Page)

Figure 4 – Home Page



7.0 Virginia EIMS Training Page

1. The Virginia EIMS Training Page is located on the main toolbar and can be accessed once you have logged into EIMS. You can view the following components on the training page:
 - FAQ's are provided for you to review answers to questions that you may have when using EIMS.

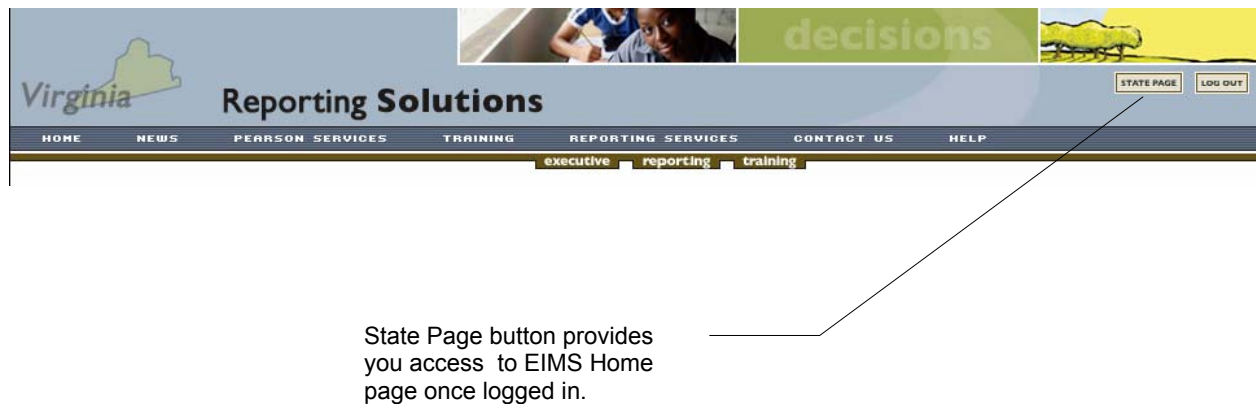
- Online Tutorials provide you the ability to review training for each of the EIMS components. The tutorials also include a “Show Me” visual demonstration on File Management, Testing Identifiers, Pre-ID, Reporting, and Decision Support Systems.
 - User Guides are provided in PDF format for viewing online, printing, saving, and/or downloading.
 - Procedure Guides are provided in PDF format to assist you in understanding the step-by-step process to follow for File Management, Reporting, and Pre-ID.
2. The links are provided within the left navigation bar and are accessed by clicking on the link. Once clicked, the system launches the respective page or site with the appropriate information.
 3. Once logged into EIMS you may navigate throughout the site, and be able to get back to this page by clicking on the State Page button in the upper graphic area. (See Figure 5 – Training Page)

► You will have access to the Training Page once you have logged into the system.

Figure 5 – Training Page



Figure 6 - Virginia EIMS Home Page Icon and Link

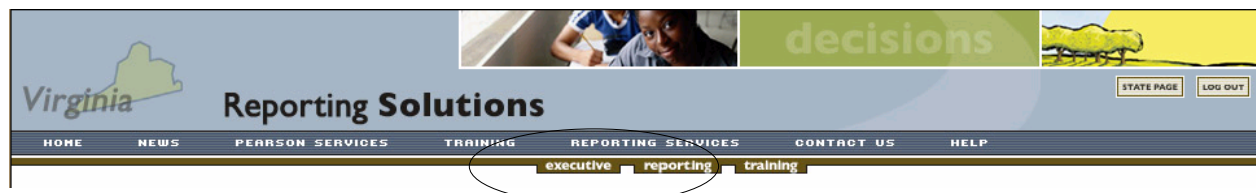


8.0 Security Roles

For EIMS Pilot, the Division Pilot Project Manager is responsible for assigning the user roles for the Division and Schools. You have been assigned a security role that is based on the activities you are responsible to complete in the VA EIMS system. These roles are assigned in EIMS and allow you to access modules to perform those activities. When you log into EIMS, the system displays the appropriate buttons based on your Administrative and Reporting responsibilities.

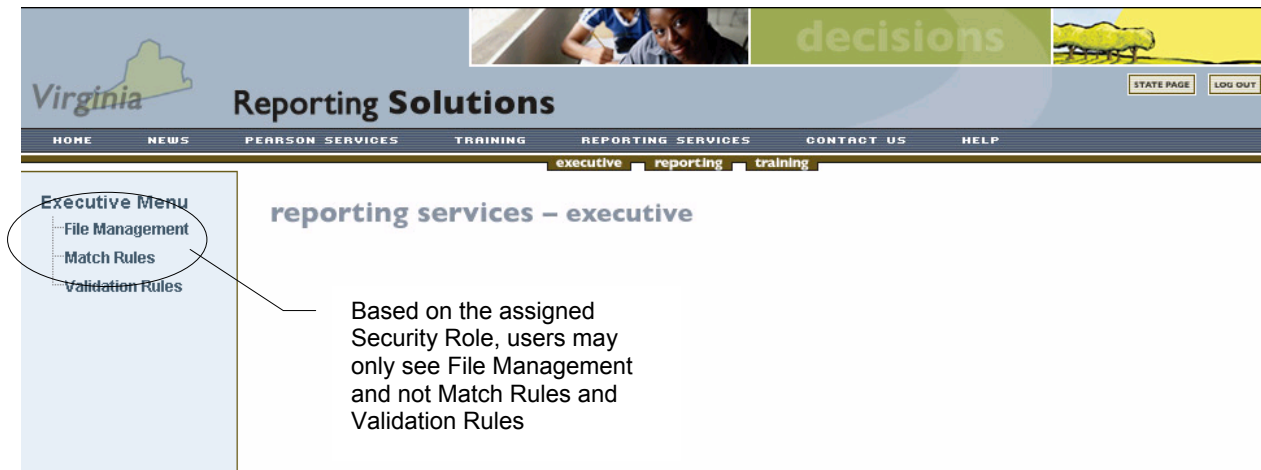
1. Once you log in with your user name and password, the security roles are recognized and displays the appropriate buttons. (See Figure 7 – Executive and Reporting Buttons)

Figure 7 – Executive and Reporting Buttons



2. If you have access to Administrative privileges, the *Executive* button on the bar is displayed.
3. If you have access to Reporting privileges, the *Reporting* button on the bar is displayed.
4. You may have access to the *Executive* button, but may not have complete access to Administrative privileges. Once you click on the *Executive* button, some or all of the links may appear. (See Figure 6 – Executive Screen)

Figure 8 – Executive Screen



5. You may have access to the *Reporting* button, but may not have complete access to Reporting privileges. Once you click on the *Reporting* button, some or all of the links may appear. (See Figure 9 – Reporting Screen)

Figure 9 –Reporting Screen



9.0 Getting Help

For technical support and guidance on how to complete these procedures, please contact the Pearson Educational Measurement VA EIMS Customer Service Center via phone (toll-free) at 1-888-269-5242 or via email at reportingsolutions@pearson.com.